

TRIPURA GAZETTE



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PART-II-- Advertisement, Notices

GOVERNMENT OF TRIPURA
OFFICE OF THE PRINCIPAL CENSUS OFFICER
(DISTRICT MAGISTRATE & COLLECTOR)
SEPAHIJALA DISTRICT,TRIPURA

Tender No: F. 34(1)/DM/SPJ/ e-Tender /CENSUS-21/ 2020/890

Dated, the 15th July, 2020.

NOTICE INVITING e-Tender

e-Tender in two-bid system (Technical & Financial bid) is hereby invited on behalf of the Governor of Tripura, for providing Manpower services under the category of Technical Assistant (TA) and Multi-Tasking Staff (MTS) for a maximum period of 18 months from reputed, experienced and financially sound companies/ firms for office assistance at the District and various Charge Level offices for Census-2021 under Sepahijala District, Government of Tripura as per following terms & conditions .

2. Eligibility Criteria :-

The interested bidders may visit the e-procurement website <https://tripuratenders.gov.in> to have a knowledge of the work to be performed before preparation and submission of the bid.

Sl. No.	Eligibility Criteria	Documents to be furnished along with the Technical Bid
i.	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> • Registered under the Companies Act,1956/ 2013 • Registered under the Indian Partnership Act, 1932 • Registered under the Contract Labour (Regulation & Abolition)Act,1972 	Certificate of Incorporation/Registration
ii.	The bidder must have at least three years in business (up to the last date of submission of bid) for providing similar type of services to Central/State Government/Autonomous bodies / agencies / societies / corporate bodies.	Copies of the work order from the previous authorities.
iii.	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Tripura.	Valid address proof of the office (Copy of the Telephone / Electricity Bill)
iv.	Must have average annual financial turnover of Rs.50.00 lakh(Rupees Fifty lakh) only during the last three financial years as on bid submission date.	Copy of the IT return for the A.Y 2016-17, 2017-18, 2018-29 filed by the Agency (not by the individual) ,Certified copy of Bank A/c for the last three years issued by the Bank,Copy of the Turn over statement of last three years duly certified by CA
v.	Must have its own Bank A/c in any scheduled bank situated in Tripura.	Copies of the pass book and transaction statement for the last 6 months.

vi.	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on bid submission date.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [ANNEXURE-A]
vii.	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [ANNEXURE-A]
viii.	Other Statutory Documents	Copies of • PAN, GSTIN, EPF & ESI Registration Certificate

3. **Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a **Tender Fee** (nonrefundable) of **Rs. 2500/-** (Two thousand five hundred) only and **EMD (refundable)** of **Rs 91,500/- (ninety one thousand five hundred) only** in the form of **e-payment through Government portal** in favour of the **District Magistrate & Collector, Sepahijala District, Bishramganj, Tripura**. Bids without Tender fee and EMD shall be rejected. EMD of unsuccessful bidders will be returned without interest after the "Award of Contract" event is completed in the Tripura e-Procurement Portal, and only on receipt of "Performance Bank Guarantee" from the L-1 Bidder in Physical Form .

4. **Mode of Payment :**

Bid Fee and Earnest Money Deposit are to be paid electronically(e-payment mode) over the Online Payment facility provided in the Portal, any time after Bid Submission Start Date & before the Bid Submission End Date .

Lowest Bidder (L-1) i.e successful bidder have to deposit "**Performance Bank Guarantee**" within a date and time, as specified by the tender inviting authority through letter of Intent(LOI) in lieu of EMD Refund . Bid(s) shall be opened through online by respective Bid openers on behalf of the Principal Census Officer(DM & Collector), Sepahijala District, Bishramganj and the same shall be accessible by intending bidder through website <https://tripuratenders.gov.in>. However, intending bidders and other bidders may like to be present at the Bid opening.

Necessary enclosures along with tender: (i) To be up loaded e-Tender document (ii) Valid Registration for different categories of Manpower Supply from the competent authority..(iii) Labour license. (iv) Valid PTCC (v) Earnest Money (₹ 91,500.00) (vi) GST Registration Certificate (vii) Pan Card (viii) Tender fee Rs. 2,500.00

5. **Mode of submission of e-Tender :** Tender must be uploaded in two-bid system – (a) for Technical bid, (b) Financial bid. Bidder will participate in tender online through website <https://tripuratenders.gov.in> only for which they have to register/enroll their name through the same website. No provision will be there to drop tender physically (hardcopy).

6. **Informal and formal declaration of received tenders:** In the time of opening of tender, formal/ informal declaration is not possible. It will be declared after detailed scrutiny is over & same will be uploaded through online website <https://tripuratenders.gov.in> .

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7. No tender form will be sold . Eligible bidders should participate in tender online through website <https://tripuratenders.gov.in> (for bidding). E-TENDER / DE-TENDER (E-TENDER) can be inspected (not for bidding) at the official homepage (i) <http://sepahijala.nic.in> . Subsequent corrigendum/ Addendum etc, if any, will be available in the website. The bidders are required to check the websites regularly for this purpose, to take them into account before submission of tender.
8. Pre-bid meeting will be held 29.07.2020 , 11-30 AM . Technical bid of the tender will be opened on 06.0.2020, 11.30 AM in presence of the authorized representatives of the bidder who wish to be present on the spot at that time . If the date of opening of tender happens to be a holiday or office work is affected due to any unforeseen reason, the date of opening will be on next working day.
9. **Financial Bid** of the technically qualified bidders shall be opened later on . Date in this regard will be notified in due course .
10. All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.
11. The EMD shall be forfeited if the successful bidder fails to undertake the work within the time specified in LOI or fails to comply with any of the terms and conditions of the bid.
12. The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.
13. To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
14. The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. ***However, the decision of the authority shall be final during the overall selection process.***
15. The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Tripura from time to time and shall include all statutory obligations.
16. The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.
17. This notice is only to provide most preliminary information to the interested bidders. For any clarification mail to **[REDACTED] admspj@gmail.com** or contact at 9436509312 / 09774488585 during office hours on working day only.
18. ***The Tender inviting authority i.e Principal Census Officer (PCO) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the PCO in this regard shall be final and binding on all.***

SCOPE OF THE WORK :

Technical Assistant and Multi-Tasking Staff :

a) For Technical Assistant :

- i. Typing English letters in MS Word on computer.
- ii. **Creating Excel sheets, entering data, creating files/folders and maintaining the same.**
- iii. Receiving daily Dak in inward section and Dispatching daily Dak in outward section and maintaining the record of the same in Excel Sheet.
- iv. Scanning and Photo Copying of documents
- v. Sending E-mails and faxes.
- vi. Assisting in arrangements of meetings, inspections .
- vii. Register and File keeping .
- ix. Any other office work as and when assigned.

b) For Multi-Tasking Staff :

- i. Opening and closing of the Office.
- ii. Regular dusting of furniture etc. so as to maintain general cleanliness and hygiene in office.
- iii. Making arrangements for tea, coffee, water etc during the meetings and routinely to the officers and other official visitors.
- iv. Photocopying, making sets of reports and other general office documents.
- v. Dispatch and delivery of official letters by messenger, ordinary /registered/ speed post.
- vi. Distribution of office letters & files of general nature among the officers.
- vii. Any other office work as and when assigned.

1. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience& relevant knowledge to perform data entry and office support services.
2. It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately.
3. The manpower service provider should have an empanelled list of trained/experienced "**Technical Assistant(TA) / Multi-Tasking Staff(MTS)**" that un-interrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power support whenever required by the authority under the same terms and condition.
4. The Agreement may be extended, on the same terms and conditions or with some modifications, for a further specific period , if so directed by the DCO,Tripura.

5. The manpower deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 5.30 P.M. and may also be required to work beyond 5.30 PM for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
6. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must **maintain confidentiality**.
7. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optimal services of the persons deployed could be availed without any disruption.
8. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be verified by the Service Provider on regular basis.
9. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider.
10. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
11. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of **remuneration** to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The service provider should credit the **remuneration** of its employees in their respective Bank Account.
12. The engagement of outsourced person shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice to the Service Provider and the Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

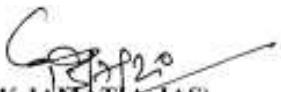
GENERAL TERMS AND CONDITIONS :

- 1. One company/ firm / Agency will submit one proposal only.**
2. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed.
3. The Service Provider must employ adult manpower only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 35 years and physically sound to perform the duties.
4. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
5. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements.
6. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
7. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
8. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc.
9. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
10. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
11. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
12. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
13. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
14. It will be the responsibility of the service providing agency to meet transportation, food,

medical and any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard.

15. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
16. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
17. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
18. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the manpower Service Provider to pay to the person deployed a sum not less than the proposed remuneration as mentioned in the financial bid.
19. In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
20. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
21. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
22. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
23. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
24. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
25. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
26. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.

27. Preference will be given to the agencies which have working experience in Tripura/North-East states.
28. All disputes shall be under the jurisdiction of the court at **Sepahijala District**.
29. The agreement can not be terminated by the Manpower Service Provider agency during the contract tenure . But, if the agency fails to provide satisfactory services through his manpower for the purpose, then the authority have the right to terminate the contract giving one month's notice in writing .
30. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement .
31. Tenure of services of staff will be for a maximum period of 18(Eighteen) months. Thereafter, the contract will automatically be ceased to exist and there shall be no liability of the authority on this account either financially or otherwise.
32. Engagement of this man power will be purely on short term contractual basic. The hired manpower (Technical Assistant / MTS) will not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further requirement to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government. The Service Provider shall make them known about their position in writing before deployment under the required service.
33. The retired Govt. Officials may also be considered subject to meeting the suitability for the work.
34. No withdrawal of tender shall be made by any tenderer after opening of tender. In case of any kind of surrender/ withdrawal of tender is made after opening of tender, in such a case Earnest Money Deposit (EMD) as deposited by the tenderer at the time of submission of tender shall be forfeited by the Principal Census Officer, Sepahijala as per manner provided in the Finance Department's Memorandum No.F.10 (SAB 1)/ FIN (EXPDT-1)/2019/ 956-1100



(C.K.JAMATIA, IAS)
Principal Census Officer
(District Magistrate & Collector)
Sepahijala District : Bishramganj

ANNEXURE-A

DECLARATION

I do hereby declare that I have personally gone through the relevant e- Detailed Notice Inviting E-Tender(e-Tender) and understood all the clauses, specifications of tendered items, instruction of the e-Tender and having been fully satisfied , I have quoted the rate of item. This is further to certify that I have not suppressed any facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other stern action against me as per term condition of the tender. I do affirm that all the terms & conditions of e- Tender are unconditionally accepted by me. I have no objection if any extra term condition , mutually accepted by me and tendering authority is incorporated into the agreement.

AND

I do hereby also declare that I am not blacklisted as on(dt. of submission of tender) by any department / agency of central or state regarding quality compromise or any other reason in connection with similar work and there is no ongoing litigation with any department / agency of central / state Government as on closing date of tender. If subsequently it is revealed after opening of the tender that my declaration is false, my tender /concerned agreement will be cancelled, deposited earnest / security money will be forfeited and other penalty to be decided by the tendering authority will be imp

(Full Signature of bidder)
(with date & Seal)

*(Bidder should take a printout of this page and put full ink signature with stamp and upload scanned copy with technical bid after digital signing)

Annexure-B

LOCATION DETAILS WHERE MANPOWER TO BE PLACED :

Sl. no	Category	Total manpower required	To be placed	Name of Charge
1.	Technical Assistant (TA)	24 nos. (UR-12 ST-08 SC-04)	District level - 04 Charge level - 20 (Rural/Urban)	O/o the Principal Census Officer Bishalgarh RD Block-02 Charilam RD Block - 02 <u>Nalchar RD Block- 02</u> <u>Mohanbhog RD Block - 02</u> <u>Kathalia RD Block- 02</u> <u>Boxanagar RD Block- 02</u> <u>Jampujala RD Block- 02</u> <u>Bishalgar MC - 02</u> <u>Melaghar MC - 02</u> <u>Sonamura NP - 02</u>
2.	Multi-Tasking Staff (MTS)	02 nos. (UR-01 ST-01)	District level - 02	O/o the Principal Census Officer

Annexure – C

Documents to be uploaded :

1) Following valid and self attested documents to be uploaded only in the specific folder ;

Sl no. of my documents list	Category name	Sub category name / Documents to be uploaded	Remark
A	License(s)	<ul style="list-style-type: none"> i. Document in support of eligibility certificate. ii. Qualification certificate & Curriculum Vitae of Architect(Degree & Diploma). iii. Labour /Manpower license from appropriate authority for providing such services of Manpower supply. iv. Trade license of bidder. 	Required documents to be uploaded in the specific folders of e-Tender portal only.
B	e-Tender Documents	<ul style="list-style-type: none"> i. Downloaded e-Tender after digital signature (not attested) 	Required documents to be uploaded in the specific folders of e-Tender portal only.
C	Experience,	<ul style="list-style-type: none"> i. Proof of experience in the field of providing services of Manpower related . 	Required documents to be uploaded in the specific folders of e-Tender portal only.
G	Misc. document	<ul style="list-style-type: none"> i. Any Other required document, Indian Citizen certificate , Aadhaar card and a legal document in the form of an Affidavit guaranteeing the truth and accuracy of all statements and of all answers to questions made. ii. Address proof of firm/agency 	Required documents to be uploaded in the specific folders of e-Tender portal only.
H	Tax related document(s)	<ul style="list-style-type: none"> i. GST registration certificate ii. IT Clearance document. iii. Professional Tax clearance certificate (If this is in force in the state, the bidder belongs to) / challan copy tax. iv. PAN card. 	Required documents to be uploaded in the specific folders of e-Tender portal only.

Note:- All documents to be uploaded in the specific folders only

Annexure – D

Remuneration, Qualification, Experience , Age Limit and Desirable knowledge etc. for the Manpower to be deployed by the Company / Farm/ Agencies :

Sl No	Parameter	Category of manpower	
		Technical Assistant (TA)	Multi-Tasking Staff (MTS)
1.	Maximum monthly Remuneration (including all statutory deductions and others as applicable)	Rs. 20,000/- per month	Rs.14,000/- per month
2.	Educational Qualification	At least 60% or 6.5 CGPA marks in BE/B-Tech/ AMIE (CS/IT/EC) / BCA / MCA /MSC (CS/IT/ EC) [55% in case of SC/ST candidates]	At least 50% marks in Graduation (BA/BSc/B-Com etc.) or above in the given field. [45% in case of ST candidates]
3.	Experience	Preferred experience in IT related works in data entry, MS-Word, MS-Excel etc., mobile data collection (minimum one year)	Preferred experience in official activities.
4.	Age limit	Should be above 21 years and not exceeding 35 years .	Should be above 21 years .
5.	Desirable Knowledge	In Bengali / Kokborok	In Bengali / Kokborok

ANNEXURE -E

Check List to be filled - up by the bidders during submission of Tender

Sl. NO	Particulars	Comments of Bidder
1	All the pages of the e-Tender form to be digitally signed by the bidder after going through and acknowledged, accepted & uploaded or not.	
2.	EMD and cost of the tender form in proper shape submitted with the tender or not.	
3.	Whether the bidder's sheet is filled up properly.	
4.	The name of the person to contact/ the person who signed the tender has been written clearly indicating detailed address, telephone No, Fax No. & Mobile No. and the detailed address of bidder etc. filled up or not	
5	Proof of experience in the field of providing services of architectural and related consultancy attached or not	
6	GST Registration and IT clearance/Pan Card/Aadhar Card/balance sheet/ Trade license/ Address proof of firm/agency/ Valid labour /Manpower license attached or not	
7	Rate quoted in words & figure in the specific format with the tender form and details of rate given as per format.	
8	Qualification certificate & Curriculum Vitae of Architect (Degree & Diploma) attached or not.	
9	A legal document in the form of an Affidavit guaranteeing the truth and accuracy of all statements and of all answers to questions made	
10	Whether payment term according to the tender is accepted.	
11	Whether General & Special terms & conditions of the tender is accepted	
12	Whether any extraneous terms beyond the tender terms condition given during submission of tender.	
13	Whether the validity period of tender is accepted.	
14	Whether the bidder exempted to pay Income tax and if so, whether necessary certificate/ documents attached.	
15	Whether the bidder defaulter in the department or any other department in Tripura and any Court case pending with the department.	
16	Remarks if any	

ANNEXURE – F

Technical Bid

Bidders are requested to provide information in this sheet.

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director /Proprietor of the agency/farm	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	

12	Acceptance to all the terms & conditions of the tender (Yes/No).	
13	Power of Attorney / authorization letter for signing the of the bid documents	
14	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15	Kindly mention the total number of pages in the tender document.	

16. Financial Turnover of the bidder for the last 5 financial years.(*)

Financial Year *	Turn Over Amount (In INR)	Average Turnover (in INR]
F.Y - 1		
F.Y- 2		
F.Y - 3		

17. Details of the similar type service provided by the bidder in last 5 years:

Sl. No.	Period	Name of Authority with Complete Address & Fax no	Type of services Provided with details of manpower /machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						

(Sign and Seal of Bidder)

ANNEXURE - G

Item wise Rate(BOQ)

Sl. No.	Item Description	Basic rate(monthly) to be quoted by the Bidder per manpower in INR	Basic rate(monthly) to be quoted by the Bidder per manpower in INR
		(Technical Assistant (24 Nos)	(Multi-Tasking Staff (02 Nos)
A	Basic + VDA		
B	Bonus		
C	Gross		
D	EPF Emp @ 12%		
E	ESIC Emp @ 0.75%		
F	EPF Employer @ 13%		
G	ESIC Employer @ 3.25%		
H	Professional Tax (Fixed as per Govt.)		
I	Total Deduction(D+E+F+G+H)		
J	Cash in hand (C + I)		
K	Gross Salary (I + J)		
L	Service Charges		
M	GST @ 18% (as Applicable IGST)		
N	Cost to Company (CTC) (After Taxes)		

NOTE :

- Bidder should quote their rate in Financial Bid format(BoQ) online .In addition they will submit detailed breakup of the same in this form (Annexure- G)
- *Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.*
- *Monthly remuneration for Technical Assistant should not be quoted more than Rs.20,000/- per month (inclusive of all statutory dues and other charges as applicable per person /PM).*
- *Monthly remuneration for Multi-Tasking Staff should not be quoted more than Rs.14,000/- per month (inclusive of all statutory dues and other charges as applicable per person /PM).*
- ***Bid Price shall be quoted inclusive of applicable taxes, duties, levies etc. except Service tax.***
- ***The bidder shall be responsible for providing all statuary benefit to the personnel employed by him like EPF, ESI etc, as applicable.***

(Sign and Seal of the Bidder with date)

ANNEXURE – H

DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS OF THE TENDER

1. I/We, Director/authorized signatory of the Company M/s _____, is competent to sign this declaration and execute this tender document.
2. I have carefully read, understood and accept all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

(Sign and Seal of the Bidder)

ANNEXURE -I

SPECIAL INSTRUCTIONS TO BIDDER

- 1) Interested eligible bidders should register in the website <https://tripuratenders.gov.in> for participation in the e-Tender.**
- 2) To participate in e-Tender, the bidder shall have a valid Class 2 Digital Signature certificate (DSC).**
- 3) Bidder should take print out from the e-Tender portal, details of all folders, where documents to be uploaded.**
- 4) Bidder shall download and carefully read all terms conditions and other contents of the e-Tender. Downloaded e-Tender has to be uploaded back and digitally signed as a part of technical bid, as a proof of acceptance of all terms condition in the e-Tender (e-Tender)**
- 5) Valid and attested copies of all relevant documents as mentioned above has to be digitally signed and uploaded in technical bid part.**
- 6) Bidder must download and take the print out of Annexure A , Annexure-E, Annexure-F, Annexure-G and Annexure-H of the bid documents, filled up, put ink signature with Stamp, and upload the scanned copy of the same after digital signature.**
- 7) Scanned copy of Documents in support of deposit /submission of tender fee & EMD, shall be uploaded in the technical bid.**
- 8) Rate quoting sheet for Financial Bid (BoQ) shall be downloaded, filled up properly and uploaded in the financial bid after digital signature. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder. Bidder shall have to quote rate as per prescribed format for Financial Bid (Annexure-G).**
- 9) At any stage of tender (scrutiny of tender, preparation of comparative statement/during signing of agreement etc) if required, bidders will have to produce original copy of the uploaded documents for verification.**
- 10) After opening of financial bid / issuance of Award of Contract, successful bidder may be asked to submit all documents which was uploaded against relevant e-Tender (e-Tender) .**



The Principal Census Officer (DM & Collector)
Sepahijala District, Tripura